

Data Standard eTranscript

Rev. 3/8/2023

Ownership and History

Standard prepared by:

Sarah Robbins

Data steward(s)

[Sarah Robbins](#), (502) 892-6228, ext. 2138

Office(s)

Office of Education Technology

Revision history

March 8, 2023

Added State Seal Preferences in the Electronic Release Setup

Updated Data Steward

Updated hyperlinks

July 23, 2021

Added PESC mapping for Grade Level guidelines

June 18, 2020

Updated screenshots for Code Defining Detail

Added specific language for Diploma type PESC mapping regarding graduation dates

March 5, 2019

Updated Data Steward

Updated hyperlinks

Added Infinite Campus Tool Rights

Data Standard eTranscript

Rev 3/8/2023

Contents

Ownership and History	1
Overview	3
Infinite Campus Setup	4
Electronic Release Setup	4
Credit Group Setup	5
PESC Mapping for Assessments	5
PESC Mapping for Diploma Type	8
CEEB Setup	9
Report Setup	10
Setup Infinite Campus Tool Rights for eTranscript Functions	13
Generate and Release eTranscript Reports in a Batch	14
Generate eTranscript Reports	15
Order Processing In Parchment	17

Data Standard eTranscript

Rev 3/8/2023

Overview

Description

Parchment is the Kentucky standard for electronic transcripts. Kentucky Department of Education (KDE), Kentucky Higher Education Assistance Authority (KHEAA), and Council on Postsecondary Education (CPE) cover the Parchment charges for current students and recent graduates to send electronic transcripts. Student will incur charges when requesting mailed transcripts. Alumni must pay for their transcripts. Graduates become alumni on Aug 1 of their graduation year.

Regulation citation(s)

- Kentucky Educational Excellence Scholarship (KEES) program [11 KAR 15:090](#); [KRS 158.007\(8\)](#); [KRS 164.098](#)

Data use

- KEES Audits
- College Admissions
- Scholarship Applications
- Job Applications

Related ad-hoc filters and reports

- *Path: Ad Hoc Reporting / Data Export / State Published*
student Transcript Entry without a State Course Code (To find transcript entries that do not have a state course code)

Training

Campus Community eTranscript Batch [documentation](#) and [video](#).
Campus Community eTranscript Report Preferences [documentation](#)

KDE's eTranscript [webpage](#) contains documentation and recorded Parchment trainings.
[Parchment Videos](#) – On Demand videos on You Tube

Related Data Standards: [Course](#), [Dual Credit Course](#) and [Grades](#)

Data Standard eTranscript

Rev 3/8/2023

Infinite Campus Setup

Electronic Release Setup

Campus Path: System Administration | Preferences | eTranscript | Electronic Release Setup

The district must define the electronic release settings once per vendor. The Parchment setup was loaded for districts in March 2018.

The screenshot shows the 'Electronic Release Setup' form for Parchment. The form is divided into two columns. The left column contains fields for Name, Auth Server, Upload Server, Consumer Key, and User Name. The right column contains fields for Auth Path, Upload Port, Upload Path, Consumer Secret, and Password. The Name field is filled with 'Parchment'. The Auth Server field is filled with 'https://api.parchment.com'. The Auth Path field is filled with '/send-library-api/v1/oauth/token'. The Upload Server field is filled with 'https://api.parchment.com'. The Upload Port field is filled with '80'. The Upload Path field is filled with '/send-library-api/v1/pesc/highschool/transcript/1.3.0'. The Consumer Key, Consumer Secret, User Name, and Password fields are empty. Below each of these four fields is a red error message: 'Consumer Key is required', 'Consumer Secret is required', 'User Name is required', and 'Password is required' respectively. The form has a tabbed interface with 'eTranscript Options' and 'Electronic Release Setup' tabs. The 'Electronic Release Setup' tab is selected.

Field	Value
Name	Parchment
Auth Server	https://api.parchment.com
Auth Path	/send-library-api/v1/oauth/token
Upload Server	https://api.parchment.com
Upload Port	80
Upload Path	/send-library-api/v1/pesc/highschool/transcript/1.3.0
Consumer Key	
Consumer Secret	
User Name	
Password	

Figure 1 Electronic Release Setup screenshot

Field Values for Parchment Setup

Name: Parchment

Auth Server: https://api.parchment.com

Auth Path: /send-library-api/v1/oauth/token

Upload Server: https://api.parchment.com

Upload Port: 80

Upload Path: /send-library-api/v1/pesc/highschool/transcript/1.3.0

Consumer Key: District specific and provided by Parchment

Consumer Secret: District specific and provided by Parchment

User Name: District specific and provided by Parchment

Password: District specific and provided by Parchment

Data Standard eTranscript

Rev 3/8/2023

Credit Group Setup

Campus Path: Grading & Standards | Credit Groups

Credit Groups define how credits earned by students are counted on the transcripts and are used in tracking a student's progress towards graduation. Credits on the transcript will display chronologically, but a summary of student work is available on the transcript showing the number of credits in each category defined in the Credit Group.

eTranscript only includes credits from credits groups with a PESC Name in Credit Group Details. Only Credit Groups for high school credits should use a PESC Name.

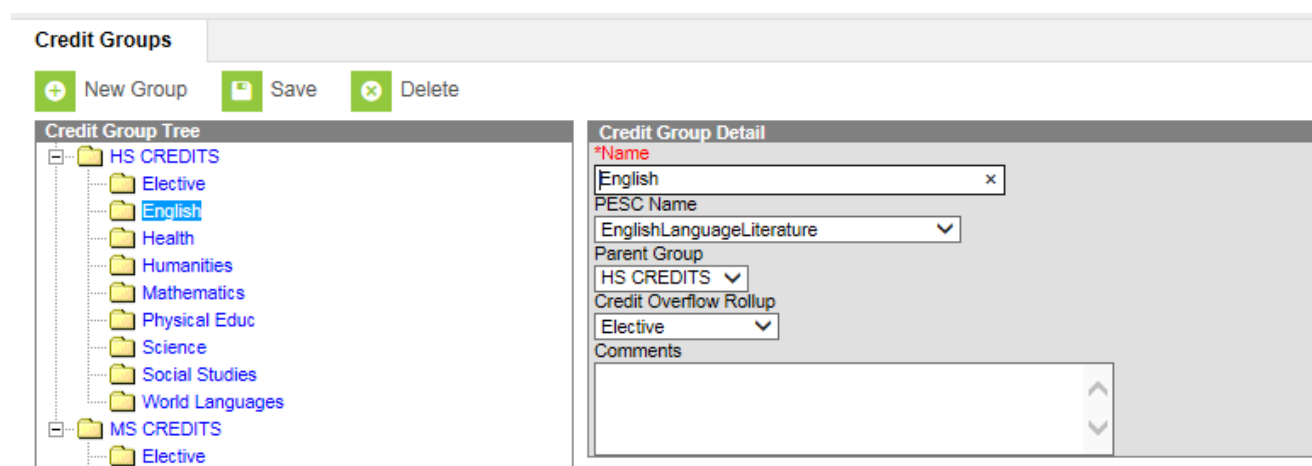


Figure 2 Screenshot of defining a Credit Group

Name – Name of the credit group.

PESC Name – Required to display on eTranscript. Choose the best match for the Credit Group's content.

Parent Group – Credit group that is associated with this credit type.

Credit Overflow Rollup – Indicates where the student receives credit when the student has met the credit requirement of the designated credit type and where the additional credit should now be placed.

PESC Mapping for Assessments

Campus Path: Assessment | Test Setup

eTranscript only includes assessments that have the necessary settings.

KDE's agreement with ACT allows displaying state administered ACT assessment scores on transcripts. Beginning with the March 2013 scores, these test scores are available as **ACT (KY_Official_Jr)** and student purchased ACT scores are available as **ACT (KY_Reported_NATL)**. **ACT (KDE)** contains a mixture prior State administered Junior scores and student purchased National scores. **ACT (KY_Reported_NATL)** and **ACT (KDE)** no longer default to be marked as **Displays in Transcript**. If applicable, replicate these settings for locally loaded assessments to appear on the Kentucky eTranscript.

Data Standard eTranscript

Rev 3/8/2023

However, districts should be familiar with their local agreements with ACT as to what data can be provided to third parties before posting to transcripts.

Figure 3 ACT Composite Test Detail screenshot

1. Select **ACT (KY_Official_Jr)** from the *Tests* listing. All other fields are locked on state owned test detail screens.
 - a. Confirm **Display in Transcripts** is checked.
 - b. Confirm **Scale Score** is unchecked for this level only.
 - c. Confirm **PESC Test (eTranscript)** has a value of **'The ACT'**.
 - d. Confirm **PESC Sub-Test (eTranscript)** has a value of **'Total'**.
 - e. Checking **Display in Portal** is a district choice.
2. Expand the **ACT (KY_Official_Jr)** test to reveal the sub-tests.



3. Select **ACT Composite** from the sub-tests under **ACT (KY_Official_Jr)**.
 - a. Confirm **Display in Transcripts** is checked.
 - b. Confirm **Scale Score** is checked.
 - c. Confirm **PESC Test (eTranscript)** has a value of **'The ACT'**.
 - d. Confirm **PESC Sub-Test (eTranscript)** has a value of **'Composite'**.
 - e. Checking **Display in Portal** is a district choice. It should match for all sub-tests of the

Data Standard eTranscript

Rev 3/8/2023

same test.

4. Repeat Step 3 for each sub-test selecting the PESC Sub-Test that is most appropriate (see Table 1 for recommendations). The post-secondary schools do not need the content test subscores, such as Rhetorical Skills, so those settings should be blank.
5. Repeat Steps 1 through 4 above for any other assessments that should populate on the transcript using your best judgment to select the PESC name.

Table 1 Recommended ACT to PESC Alignments

Parent Name	Test Name	Display in Transcripts	Scale Score	PESC Test (eTranscript)	PESC Sub-Test (eTranscript)
	ACT (KY_Official_Jr)	Checked	Unchecked	ACT: The ACT	Total: Total
-KY_Official_Jr:ACT	ACT Composite	Checked	Checked	ACT: The ACT	CompositeScore: Composite
-KY_Official_Jr:ACT	ACT English	Checked	Checked	ACT: The ACT	English: English
-:ACT English*	1 Usage-Mechanics*	Unchecked*	Unchecked*	n/a	n/a
-:ACT English*	2 Rhetorical Skills*	Unchecked*	Unchecked*	n/a	n/a
-KY_Official_Jr:ACT	ACT Mathematics	Checked	Checked	ACT: The ACT	Math: Mathematics
-:ACT Mathematics*	1 Pre-Algebra-Elementary Algebra*	Unchecked*	Unchecked*	n/a	n/a
-:ACT Mathematics*	2 Intermediate Algebra-Coordinate Geometry*	Unchecked*	Unchecked*	n/a	n/a
-:ACT Mathematics*	3 Plane Geometry-Trigonometry*	Unchecked*	Unchecked*	n/a	n/a
-KY_Official_Jr:ACT	ACT Reading	Checked	Checked	ACT: The ACT	Reading: Reading
-:ACT Reading*	1 Social Studies-Sciences*	Unchecked*	Unchecked*	n/a	n/a
-:ACT Reading*	2 Arts-Literature*	Unchecked*	Unchecked*	n/a	n/a
-KY_Official_Jr:ACT	ACT Science	Checked	Checked	ACT: The ACT	Science: Science
-KY_Official_Jr:ACT	ACT_ELA	Unchecked*	Unchecked*	n/a	n/a
-KY_Official_Jr:ACT	ACT_STEM	Unchecked*	Unchecked*	n/a	n/a

*ACT stopped providing scores for the subject subtests in 2017-18. If Displays in Transcripts is checked, the label will show but the score will be blank when not available.

Data Standard eTranscript

Rev 3/8/2023

PESC Mapping for Diploma Type

Campus Path: System Administration | Data Defining Tools | Code Defining

eTranscript Batch functionality requires a PESC Mapping for Diploma Type and Difficulty Level be defined each year at the district level via Code Defining.

Graduation dates will not display on eTranscript without the Diploma Type being PESC mapped.

This should be done locally; publishing these definitions from State Edition would overwrite district choices, possibly creating incorrect definitions.

1. Select the Code Defining School year.

Code Defining

2018

2. Select Object: Difficulty Level with Type: PESC Mapping. If this option is not displayed in the Code Defining List, it may require using Add Missing Objects. See Campus Community [article](#) for more information.

Object	Type
English Proficiency	Definition
Homeless	Definition
Migrant	Definition
Special Ed Status	Definition
State End Status	Definition
State Start Status	Definition
Difficulty Level	PESC Mapping
Diploma Type	PESC Mapping

3. Select the best match for each value that needs to be included on eTranscript.

Value	Definition
AP: Advanced Placement	AP AdvancedPlacement
CAI: Cambridge Advanced International	CO.CollegeLevel
DC: Dual Credit	IB InternationalBaccalaureate
IB: International Baccalaureate	IB InternationalBaccalaureate

4. Select Object: Diploma Type with Type: PESC Mapping. It may require using Add Missing Objects. See Campus Community [article](#) for more information.
5. Select the best match for each diploma type. The list below contains only the state named diploma types. The Definition selected should be the closest match to the Value name, not the


Data Standard eTranscript

Rev 3/8/2023

number.

Code Defining Detail	
Value	Definition
01: Regular Diploma	B18:Standard High School Diploma
02: Other Credential	B22:Certificate of completion or attendance
1: Advanced Diploma	B19:Advanced or honors diploma
2: Commonwealth Diploma	B19:Advanced or honors diploma
3: General Diploma	B18:Standard High School Diploma
4: District/State Approved GED	B24:General Education Diploma (GED)
5: Adult GED	B24:General Education Diploma (GED)
6: Alternative High School Diploma	B25:Other high school equivalency diploma

6. Select Save after all values have a definition.
7. To support alumni and future transcripts, go to each prior and future year and Select Copy from year drop list.

 Copy from year

PESC Mapping for Grade Set-up

Campus Path: System Administration | Resources | Grade Level Definitions

eTranscript Batch functionality requires a PESC Mapping for grade level be defined at the district level.

Any courses taken while in a grade level that is not PESC mapped will not display on eTranscript.

This should be done locally; publishing these definitions from State Edition would overwrite district choices, possibly creating incorrect definitions.

For those districts that choose to record transcript information for students in Grade 14, an example of how it can be done is below. Districts do not have to transcript grade 14 courses. The decision is up to each district.

Grade Level Definitions						
Grade Level Definitions Editor						
Code	Name	Description	NCES Grade	PESC Grade	Sequence	Active
00	00	Kindergarten	KG	Kindergarten	0	x
01	01	1st Grade	01	FirstGrade	0	x
02	02	2nd Grade	02	SecondGrade	0	x
03	03	3rd Grade	03	ThirdGrade	0	x
04	04	4th Grade	04	FourthGrade	0	x
05	05	5th Grade	05	FifthGrade	0	x
06	06	6th Grade	06	SixthGrade	0	x
07	07	7th Grade	07	SeventhGrade	0	x
08	08	8th Grade	08	EighthGrade	0	x
09	09	9th Grade	09	NinthGrade	0	x
10	10	10th Grade	10	TenthGrade	0	x
11	11	11th Grade	11	EleventhGrade	0	x
12	12	12th Grade	12	TwelfthGrade	0	x
14	14	Over the age of 17 by Oct	12	Ungraded	0	x
20	20	Post Secondary			0	x
95	95	Infants			0	x
96	96	1 year olds			0	x
97	97	2 year olds			0	x
98	98	3 year olds	PK	PreKindergarten	0	x
99	99	4 year olds	PK	PreKindergarten	0	x

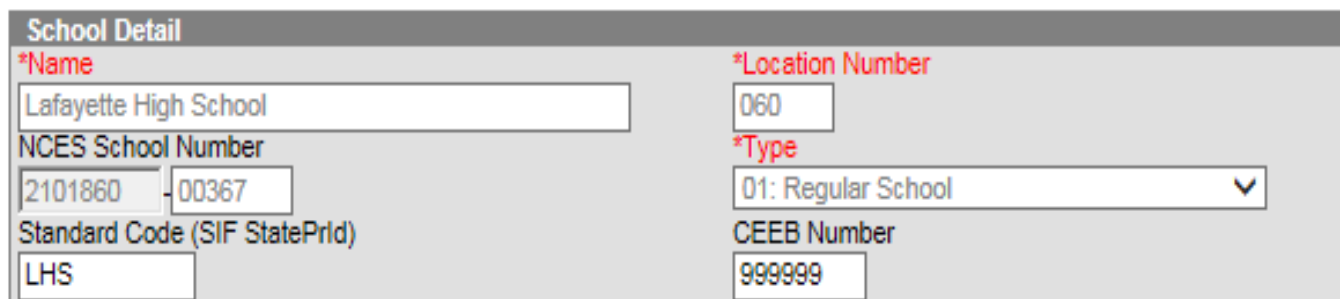
Data Standard eTranscript

Rev 3/8/2023

CEEB Setup

Campus Path: System Administration | Resources | School

Each school sending eTranscripts must have a CEEB (College Entrance Examination Board) number identified on the school record.



School Detail	
*Name	*Location Number
Lafayette High School	060
NCES School Number	*Type
2101860 - 00367	01: Regular School
Standard Code (SIF StatePrid)	CEEB Number
LHS	999999

Figure 4 Example of School Detail with CEEB Number screenshot

To search for existing CEEB numbers a search is available from the [College Board website](#).

If a new CEEB Code is needed, a CEEB Code is assigned and maintained by The College Board. Institutions requesting a College Board code should contact Code Control by calling 609-771-7091 or emailing codecontrol@ets.org for assistance.

Report Setup

Campus Path: System Administration | Preferences | Reports

eTranscript Reports must be setup for all calendars releasing eTranscripts – including those years needed for Alumni transcripts. The report preferences must be rolled forward each year.

Kentucky postsecondary institutions have processes in place that process eTranscripts in the standard form faster. Using the standard report templates will benefit your students.

KDE has created two Kentucky Standard eTranscript reports.

- *eTranscript KY Standard In Progress* should be used to release transcripts for current students to show In Progress Work
- *eTranscript KY Standard Final* should be used for current graduates once all graduation data is posted and for alumni requests

Data Standard eTranscript

Rev 3/8/2023

The screenshot shows a web interface for managing reports. At the top, there's a 'Reports' tab and buttons for 'New', 'Save', and 'Delete'. Below this is the 'Report Detail' section, which includes a text field for 'Name' (containing 'eTranscript KY Standard Final'), a dropdown for 'Type' (set to 'eTranscript'), and a description field (containing 'Kentucky's standard for final eTranscripts with diploma information. Use for graduates and all'). To the right of these fields are checkboxes for 'Available in' with options: 'Instruction', 'Portal - Active', and 'Portal - Historical'. Below the 'Report Detail' is the 'Report Options' section, which is divided into several sub-sections: 'GPA/Class Rank Calculation Options' (with checkboxes for 'Cumulative GPA', 'Weighted GPA', 'Unweighted GPA', 'Bonus Points', and 'Class Rank'), 'Term GPA' (with checkboxes for 'Weighted GPA', 'Unweighted GPA', and 'Bonus Points'), 'Credit Summary Display Options' (with checkboxes for 'Credit Summary', 'Earned Credits', and 'Credit Units' set to 'Carnegie Units'), 'Standardized Testing Display Options' (with checkboxes for 'Display Best Score Only', 'Report Test Date as Year/Month', 'National Tests (National Code defined)', 'State Tests (State Code & Type defined)', and 'District Tests'), 'Report Display Options' (with checkboxes for 'School CEEB Code', 'Student's Email', 'Immunization', 'SSN' set to 'None', 'Academic Record' with checkboxes for 'Graduation Cohort Year', 'Diploma Date', 'State Seal', 'Attendance', 'Repeat Course', 'Diploma Type', 'NCES/SCED Code', 'Course Level', 'Diploma Name', 'In-Progress Courses', and 'Course Number Display' set to 'State Course Code').

Figure 5 Report Preferences for eTranscript KY Standard Final screenshot

Do not edit the KY Standard reports. If a school has need for additional reports, create new eTranscript reports with the desired report preferences. See Campus Community eTranscript Report Preferences [documentation](#) for details on all options.

Display Best Score Only - KDE does not recommend using this option. PESC does not support sending the test date for sub-tests. Kentucky colleges have told KDE they prefer to see all test scores and need the actual date for each score.

School CEEB Code – Parchment requires this field. The upload process will fail if it is missing.

Student's Email – Parchment recommends inclusion to allow emailing of registration links.

Immunization – Kentucky colleges have told KDE they do not need immunization data on the transcript.

Report Comments – Parchment is currently unable to display Report Comments on the PDF transcript.

Data Standard eTranscript

Rev 3/8/2023

Graduation Cohort Year – Used for roster creation and grouping of students in Parchment.

Course Level – Displays the course difficulty level when available.

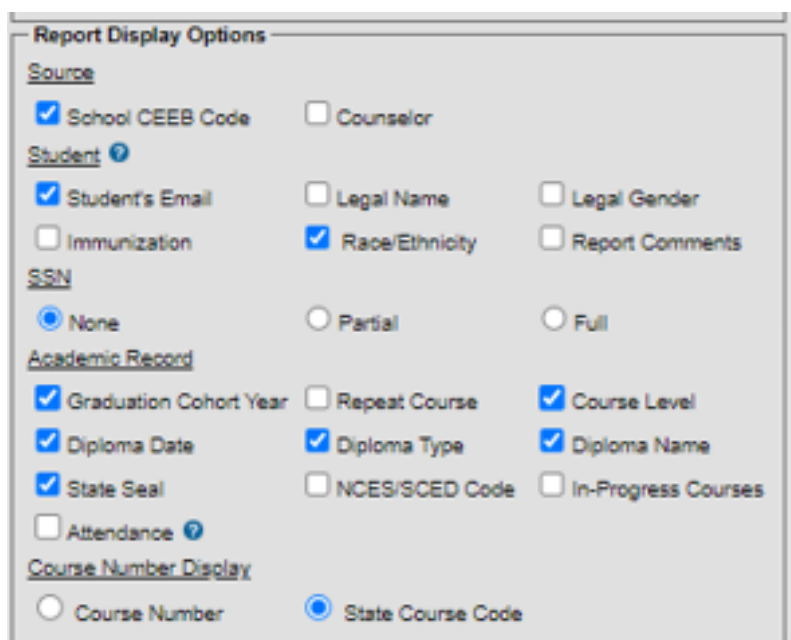
Attendance - If selected, the eTranscript will report all terms in a single annual grouping. Attendance is not included in the KDE Standard eTranscript reports for this reason. Kentucky colleges have told KDE that attendance data is rarely used.

Repeat Course – If selected this will indicate that an academic course has been repeated by a student.

Course Number Display – KDE recommends using State Course Code to avoid issues where course numbers may contain patterns that identify resource and collaborative courses.

Roll Forward

State Seal Preference - Has been added to the eTranscript Report Preferences. When marked and when the student has a State Seal record listed on their Graduation record the State Seal information reports on the eTranscript.



The screenshot shows a window titled "Report Display Options" with several sections of checkboxes. The "Academic Record" section is highlighted. The "State Seal" checkbox is checked. The "Course Number Display" section shows "State Course Code" selected.

Section	Option	Status
Source	School CEEB Code	Checked
	Counselor	Unchecked
Student	Student's Email	Checked
	Immunization	Unchecked
	Legal Name	Unchecked
	Legal Gender	Unchecked
SSN	Race/Ethnicity	Checked
	Report Comments	Unchecked
	None	Selected
Academic Record	Partial	Unselected
	Full	Unselected
	Graduation Cohort Year	Checked
	Diploma Date	Checked
	State Seal	Checked
	Attendance	Unchecked
	Repeat Course	Unchecked
	Diploma Type	Checked
NCES/SCED Code	Unchecked	
Course Number Display	Course Number	Unselected
	State Course Code	Selected
	Course Level	Checked
	Diploma Name	Checked
	In-Progress Courses	Unchecked

Figure 6 Academic Record with the State Seal screenshot

Data Standard eTranscript

Rev 3/8/2023

Districts that choose to recognize their State Seal students on their eTranscript can use the State Seal Information fields. For more information on the State Seal please see [Data Standard Graduation](#)

The screenshot shows a web application interface with a top navigation bar containing tabs: Behavior, Transportation, Fees, Lockers, Graduation (selected), User Agree, Athletics, Carpool, Athletics, and AdHoc Letters. Below the navigation bar is a 'Save' button. A message states: 'The following fields can only be filled out once a student has entered 9th grade: Date First Entered the 9th Grade, NGA Cohort End Year, NCLB Cohort End Year'. The main form area is titled 'Enrollment Data: Unit Test Washington (802)' and contains sections for 'Graduation Detail: Unit Test Washington (802)' and 'General Graduation Information'. The 'General Graduation Information' section includes fields for Diploma Date, Diploma Type, Diploma Period, Date First Entered the 9th Grade (08/17/2006), NGA Cohort End Year (2010), NCLB Cohort End Year (2010), Post Grad Location, and Post Grad Plans. Below this is a section for 'State Reporting Graduation Fields' with an 'Expected Year of Graduation' field. At the bottom, a 'State Seal Information' section is highlighted with a red box. It contains a table with columns: State Seal, Date Earned, Method, Proficiency Date, and Language. The table has one row with the following data: 'Billerica: WA State Seal of Billerica', '08/08/2016', 'Q. National Exam', '08/04/2016', and 'English (639)'. There is an 'Add State Seal' button below the table.

Figure 7 State Seal Information screenshot

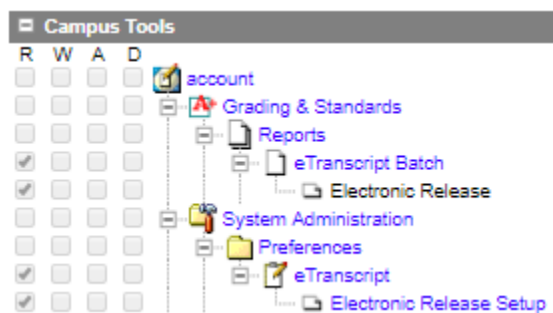
Setup Infinite Campus Tool Rights for eTranscript Functions

Campus Path: System Administration | User Security | User Groups

Select the eTranscript user group for your District

eTranscript Batch Minimum User Group Tool Rights

This process requires at least **R(ead)** rights to the **Electronic Release** subright of the eTranscript Batch report and **R(ead)** rights to the **Electronic Release Setup**. See Campus Community's [eTranscript Tool Rights](#) for more information.



Data Standard eTranscript

Rev 3/8/2023

Generate and Release eTranscript Reports in a Batch

Campus Path: Grading & Standards | Reports | eTranscript Batch

To ensure current transcripts are available for release from the Parchment Credential Library, release transcripts from Infinite Campus for all impacted students when:

1. Grades are posted to transcripts
2. Graduation and Diploma information has been posted
3. Assessments included on transcripts are published from KDE or posted locally
4. Student's transcript is manually edited (individual release)

Counselors, registrars and other school staff involved in transcript processing must communicate when changes are made to transcripts, whether individually or en masse.

Parchment will automatically create a roster entry for a student the first time a transcript is released via eTranscript Batch. Including a student's email and cohort year facilitates roster creation in Parchment.

Note: Parchment's Credential Library contains the student's last transcript released from Infinite Campus. For changes above to be reflected in Parchment, another release must occur. The upload to Parchment may take several hours depending on the number of transcripts released. Before processing orders in Parchment make sure the Credential Library's Date Uploaded of the transcript reflects the latest Infinite Campus release date.

eTranscript Batch Report

This tool will create a batch of electronic transcripts for upload to third party vendors of choice. An eTranscript for this batch tool should be designed in System Admin > Preferences > Reports and selected from the Report Options list.

*Report: eTranscript KY Standard Final

Which students would you like to include in the report?

☐ Grade: 14, 09, 10, 11

☐ Ad Hoc Filter: Enrollment Effective Date: 03/05/2018

☒ Search for Students

Last Name: estud, First Name: [blank], Grade: [blank], Student #: [blank]

Search

Student List:

- Astudent AP1 (12) 60520144
- Astudent AP2 (12) 60700115
- Astudent Absenteeism (12) 170600058
- Astudent Adv Diploma O (12) 141020122
- Astudent Edmonson T (11) 190600001
- Astudent Hispanic (12) 140150053
- Astudent Transfer (12) 170600030

CTRL-click and SHIFT-click for multiple

Queue Time	Report Title	Status	Download	Electronic Release
03/02/2018 02:36:01 PM	Lafayette High School - 2018-03-02	Completed	Get the report	Release
03/02/2018 02:44:54 PM	Lafayette High School - 2018-03-02	Completed	Get the report	Release
03/02/2018 02:38:58 PM	Lafayette High School - 2018-03-02	Completed	Get the report	Release
03/01/2018 04:01:29 PM	Lafayette High School - 2018-03-01	Released	Get the report	03/01/2018 04:03:37 PM
03/01/2018 12:08:23 PM	Lafayette High School - 2018-03-01	Released	Get the report	03/01/2018 01:06:29 PM
03/01/2018 06:46:31 AM	Lafayette High School - 2018-03-01	Released	Get the report	03/01/2018 11:15:38 AM
03/01/2018 08:46:53 AM	Lafayette High School - 2018-03-01	Released	Get the report	03/01/2018 10:56:23 AM

Generate Report Submit to Batch

Figure 8 eTranscript Batch Report screenshot

Data Standard eTranscript

Rev 3/8/2023

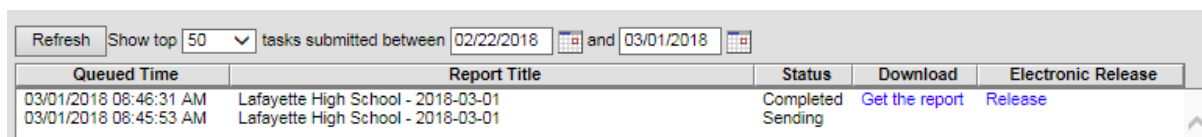
Generate eTranscript Reports

Using Grade or Ad hoc Filter Options

1. Select the appropriate eTranscript report from the **Report** dropdown list
eTranscript KY Standard In Progress for current students to show In Progress Work or
eTranscript KY Standard Final for recent graduates and alumni requests.
2. Determine which students to include in the report, by **Grade** or by **Ad Hoc Filter**.
3. Enter an **Enrollment Effective Date** to filter the student set to only those students who are actively enrolled as of the entered date. This date only applies to the student selection when choosing a grade level.
4. Click the **Submit to Batch** button.

Using Search for Students Option

1. Select the appropriate eTranscript report from the **Report** dropdown list -
eTranscript KY Standard In Progress for current students to show In Progress Work or
eTranscript KY Standard Final for recent graduates and alumni requests.
2. Choose the **Search for Students** radio button.
3. Enter the desired search criteria (last name, first name, grade or student number).
4. Click the **Search** button. Matching results display in the left hand box.
5. Select the students by highlighting their name and click the right-facing arrow. This moves the student name to the right hand box. Once the student's name is selected and moved to the right, the name no longer displays in the Results List (left hand box). Click the left-facing arrow to move the student's name back to the left hand box. Only the student names in the Selected List (right hand box) are included in the report.
6. Click the **Submit to Batch** button.



Queued Time	Report Title	Status	Download	Electronic Release
03/01/2018 08:46:31 AM	Lafayette High School - 2018-03-01	Completed	Get the report	Release
03/01/2018 08:45:53 AM	Lafayette High School - 2018-03-01	Sending		

Figure 9 Batch Queue Status screenshot

Status: Each step takes several minutes. Click the **Refresh** button to update Status.

Queued - the submitted batch is waiting to process

Processing - the submitted batch is currently being processed

Completed - the submitted batch has finished processing (process alert message will be sent) and the user can get the report and/or release the XML file



Figure 10 Batch Report Complete process alert message

Sending - the submitted batch has processed and is being sent to the vendor

Released - the user has electronically submitted the batch to Parchment; the date and time of release displays

Error - the submitted batch could not complete the sending process due to an issue in the file (missing required fields, etc.)

Data Standard eTranscript

Rev 3/8/2023

Completed and released reports display a **Get the report** link in the **Download** column. This displays the generated report in XML format.

Release XML eTranscript to Parchment

*This process requires at least **R(ead)** rights to the **Electronic Release** subright of the eTranscript Batch report.*

Once a report has completed, the report can be released. Click the **Release** link in the Electronic Release column of the Batch Queue editor. A Vendor Selection box will open; select *Parchment* from the Name dropdown list and click **OK**.

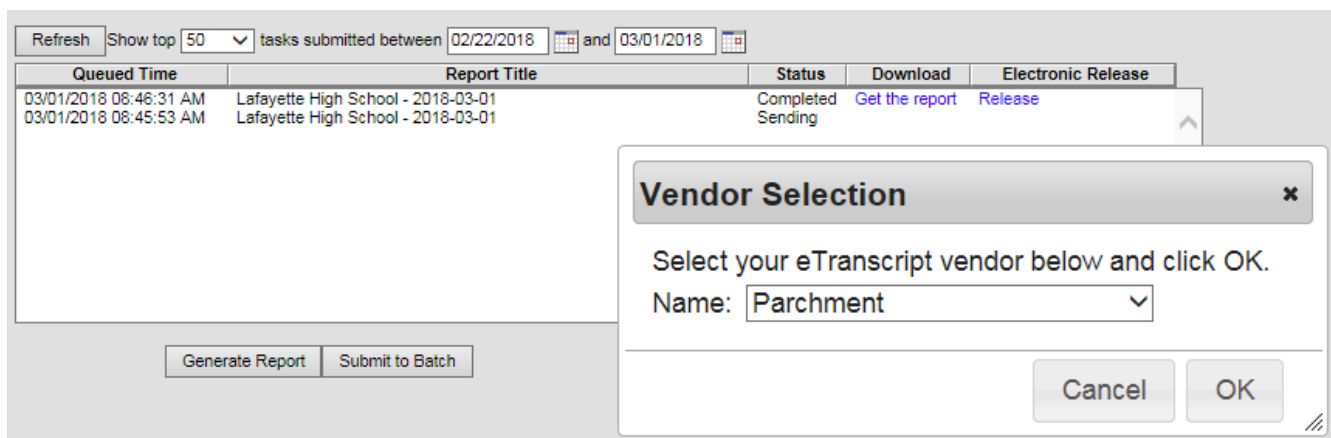


Figure 11 Batch Queue Status and Vendor Selection screenshots

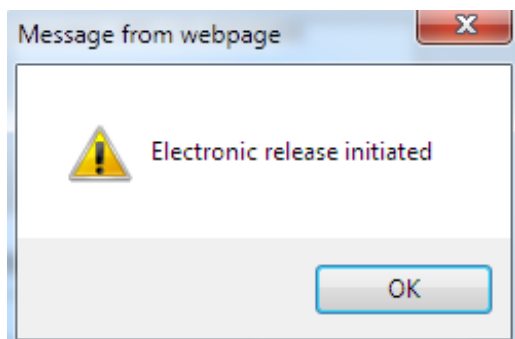


Figure 12 Electronic release initiated popup message screenshot

A popup message indicating electronic release has initiated displays. Click **OK**. When a date and time display in the Electronic Release column, the eTranscripts that were generated have been released. The Status column changes to **Sending**, and when it has sent, changes to **Released**. If there is an issue with the sending of the batch file, the status of **Error** displays. An error occurs when there are missing values in the XML output for a required field, or when a connection has failed. When an error occurs, the XML batch file is not released, and data is not submitted to the vendor.

Order Processing In Parchment

Parchment Location: [Parchment login](#)

KDE does not manage Parchment accounts. Contact Parchment about issues with accounts and order processing questions.

Parchment Contacts and Resources

KY's Account Executive: Paul McMorrow, email pmcmorrow@parchment.com, phone (480) 719-1646 x1092

Admin Support: (888) 662-0874

Resource and training materials are available after logging into Parchment with an administrator account. To view the *Send User Guide* click on Support > Parchment Send > Getting Started > Send Users Guide > View Send Users Guide.



Figure 13 Parchment tabs screenshot

Parchment tabs

To Do – Shows orders waiting for processing.

History – Shows orders that have been processed. After processing, the transcript can be viewed here for 90 days.

Learners – Shows the school's roster of registered students in Parchment. Includes area to match student records.

Credentials – The Credential Library of all stored transcripts and other credentials. Check the **Date Uploaded** to ensure the current transcript is available before processing an order.

Order – Allows staff to submit a request on behalf of a student.

Analytics – Analysis of transcript volume, receivers and surcharges.

Settings – Account profile and preferences for Users. Includes options to define grading periods, pricing for alumni and defining of additional credentials used in Parchment.